Sk!lls NOVA SCOTIA

Career Guide

NOVA SCOTIA

For Students and Parents
Fall 2006 / Fall 2007

novascotia

STRENGTH THROUGH
Sk!lls&Learning

Nova Scotia Career Guide for Students and Parents
Fall 2006 / Fall 2007

This material may be freely copied for educational
or career counselling purposes.

(c) Crown Copyright Province of Nova Scotia, 2006
Department of Education
Skills and Learning Branch

ISSN 1911-5075

novascotiacareeroptions.ca

2008-03213/

Table of

Got Any Plans? 1

Things to Consider When Choosing a Career 1

Why Stay in School? 2
Explore Your Options 5

Mapping Out Your Future: Planning Your High School Courses 7
Paying for Your Post-Secondary Education 9
Is it a Good Investment? 10

Going From School to Work 12
Gain Practical Experience and Skills Before Leaving School 14
Bridging the Gap 16

Nova Scotia's Labour Market 16
Where Do Jobs Come From? 18
Your Parents' Labour Market 18
Your Labour Market 19
Where Are the Jobs? 20
What Kinds of Work Are People Getting Hired to Do? 20

What's Hot! 21

Changing the Way We Work 22
New Ways to Work 24
Self-employment and Entrepreneurship 25

Keeping Your Balance 27

What Can the Career Options Website Tell You? 28

Definitions 30

Educational Institutions 31

Career Options
NOVA SCOTIA

novascotiacareeroptions.ca is a comprehensive career planning website, launched in 2006, with information on over 300 occupations in Nova Scotia, self-assessment quizzes, and CORI (Career Opportunities and Related Information) an interactive voice/graphic feature that provides an overview of career planning and the labour market in Nova Scotia.

is provided to secondary and post-secondary schools, libraries, and employment counsellors.

is provided to schools for distribution to all grade 9 students.

is provided to Career Resource Centres and Department of Community Services Employment Support Services offices.

Teachers and career counsellors may request additional copies of these publications by contacting careeroptions@gov.ns.ca

Sk!lls

Career Guide
NOVA SCOTIA

Got Any Plans?

Where do you see yourself in the future?

Wouldn't it be great if you could spend your life doing things you like?

Things to Consider When Choosing a Career

Yourself...

What is important to you? What is your favourite subject? How do you spend your free time? What are you good at? What are you not so good at? How do you get along with people? Knowing yourself is the first step in choosing a career. At novascotiacareeroptions.ca you can answer quizzes that help you find out what jobs suit your abilities, your preferences (what you like and don't like) and your values.

The kind of work that's available...

What kinds of jobs are out there? What do people working in those jobs do? Is the work usually year-round or seasonal? Full-time or part-time? Could you be your own boss? Can you move ahead in the company or learn new skills?

Why stay in School

How much time and money would you spend on your education? What high school courses do you need to get into the program you want?

Labour market = employers + labour force

Labour force = people who have jobs + people looking for jobs

- What kind of work will be available when I graduate?
- Where are the jobs?
- What skills and training do I need to get hired?

- to understand the big picture. Experts study trends in the labour market to see what skills will be needed and the best places to find a job. When you understand the big picture you can see what jobs will probably be available to you and begin to prepare yourself.
- to get information about specific jobs–How much do nurses earn and how many will probably be hired in the next few years?

Information about specific jobs will help you choose your career wisely.

You can get all the information you need to choose a career at novascotiacareeroptions.ca, a website designed specifically for Nova Scotians:

- jobs in the labour market
- your own interests
- the skills and education needed
- where to get training

When you fill out a self-assessment quiz or use one of the search tools, you will be given information on jobs that match your abilities and interests.

What if someone offered you a job right now? There are days when working and making money seems a lot more appealing than going to school every day. Why stay in school if you can get a job right away?

Here's why

The amount of education you have determines your work future:

- whether you can get any job
- your chances of finding a job you enjoy
- whether you can keep your job
- how much money you earn

Education and the Labour Force

Not that long ago, you could get a good job with good pay that would last for years even if you didn't finish high school. You just had to be willing to work hard.

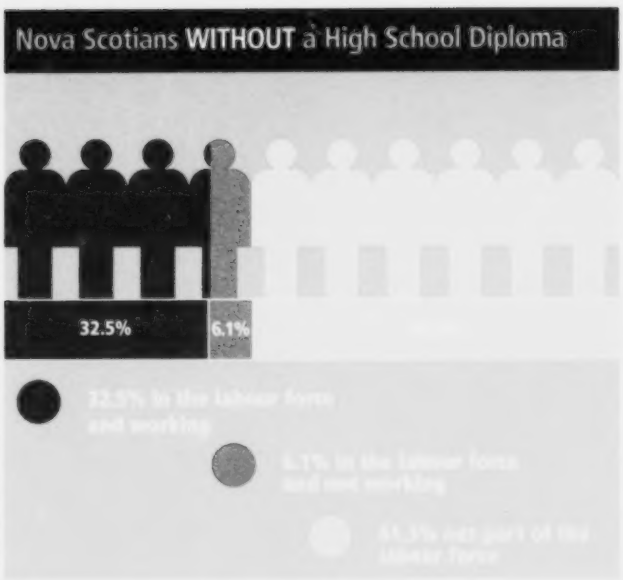
Those kinds of jobs are harder to get now. In 2005, only a third of Nova Scotians with less than a Grade 12 education were working. The evidence shows that those who complete high school have a much better chance of finding work.

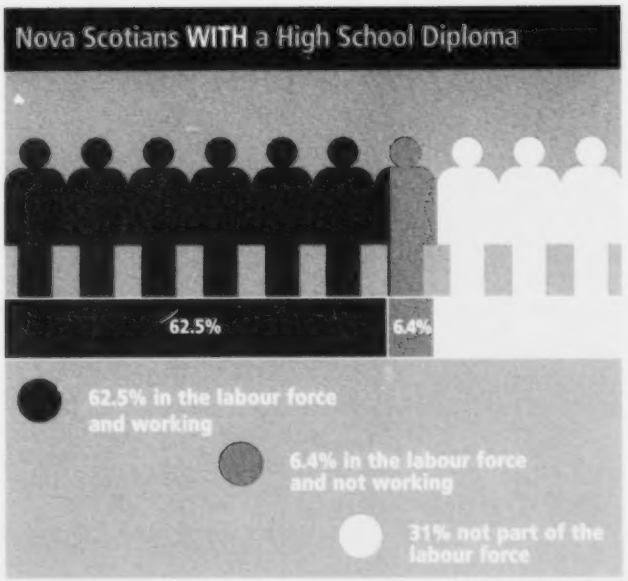
Don't give up on getting through high school. It's the key to your future.

If you don't know this already, take a look at the numbers. As we said, only a third of Nova Scotians without a Grade 12 education were working. Why is this number so low? Without a high school graduation diploma, it can be hard to find any work at all. Another 6% don't have a job but are actively looking for one. Many become discouraged and stop looking. Almost two-thirds (61%) do not have a job and are not even looking for work. They are not active in the labour market.

TREND

The number of jobs being filled by people without a high school diploma gets smaller every year.


Nova Scotians WITHOUT a High School Diploma
32.5%
6.1%
32.5% in the labour force and working
6.1% in the labour force and not working
61.3% not part of the labour force


Nova Scotians WITH a High School Diploma
62.5%
6.4%
62.5% in the labour force and working
6.4% in the labour force and not working
31% not part of the labour force

Source: 2005 Labour Force Survey. Population age 15 and over. Statistics Canada

Only one-third of high school dropouts have a job.

Over two-thirds (68%) of high school students have jobs. Almost three-quarters (73%) are active in the labour market.

People who finish high school get most of the jobs. In 2005, 24% more jobs were filled by high school graduates than in 1993.

Only one-third of high school dropouts have a job.

Post-secondary education gives you the skills and knowledge you need to do well in life.

Employers are looking for people with specific skills and knowledge. They often want more than a high school diploma. They want employees with post-secondary education or training.

Post-secondary education is education you get after finishing high school. You can get post-secondary education or training through an apprenticeship program, community college, private career college, or university. When you complete an apprenticeship or college program you will get a certificate or a diploma. When you complete a university program you will get a degree.

The chart on the right shows that people with certificates, diplomas and degrees get more jobs than people with only a high-school diploma.

Since 1993, 47% more jobs were filled by people with certificates, diplomas and degrees.

Certificates, diplomas and degrees tell an employer that you can do the job. You can help make his or her business a success. If you want to run your own business, the skills and knowledge you get from further studies will help you on your way.

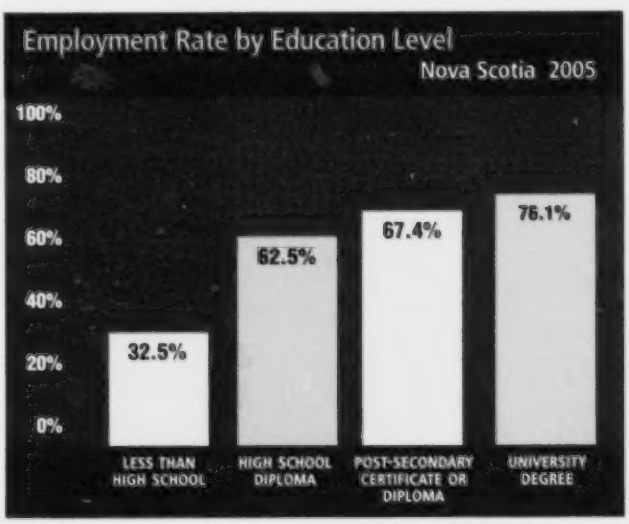
Education and Unemployment

Still not convinced? If so, there is something else that you should think about. How long can you keep that job?

Most high-school dropouts don't have jobs.

You now know that the more education you have, the better your chances of finding a job. It's hard to find work if you have less than a high school education. Even if you do find work, chances are that you will be the first to be laid off when business slows. Will you find yourself without a job and without a high school diploma?

In 2005, 8.4% of Nova Scotians who wanted to work didn't have jobs. Sixteen per cent, almost double that number, of high school dropouts who wanted to work didn't have jobs.



Source: 2005 Labour Force Survey. Population age 15 and over. Statistics Canada

The Earnings Gap

Still not convinced? If you're tired of never having money and think you want to start working full-time right now, there is something else you will want to consider:

A good education pays.

It's hard to choose to stay in school if it means passing up a chance to earn money now. Think about this. In Nova Scotia, as in the rest of Canada, the more education you have, the more money you're likely to earn. By dropping out of school to get a job today, you could lose hundreds of thousands of dollars over the course of your working life! If you give up all that money, you will also give up the nice house, the sports car, world travel, or whatever else you dream of for your future.

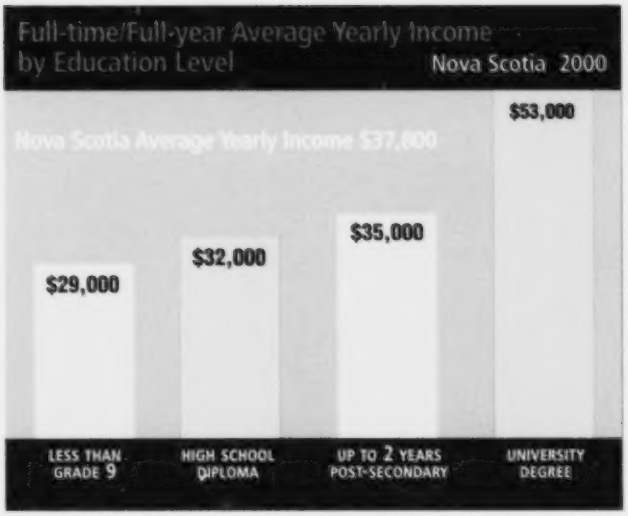
Education and Income

The amount of money you earn in a year is called your "yearly income."

Women who never finish high school earn the least. In 2000, their average yearly income was $12,302. That's less than one-third the provincial average. The average yearly income for all Nova Scotians is $37,800.

People who finish high school usually earn more than those who don't. People with certificates, diplomas or degrees can earn even more.

In 2000, people with degrees had the highest average yearly income.



Source: Census of Canada, Statistics Canada

Note: Why use 2000 information to show how education affects average income? Information from the 2005 census was not available when this book was published. When the new information is ready, we expect that although the dollar values will change, the graph will look much the same.

Make the Right Choices

By now, you know it's important to make good decisions about your education. These choices affect whether you get a job, whether you can keep your job, and how much money you will earn. And, of course, you want to get paid for doing work that you like to do, even if you're not sure what that is yet.

Explore your Options

Your first step will be to finish high school.

Lots of things can affect how well you do at school:

- family problems
- feeling like there's too much work or the work is too hard
- health problems
- not being interested
- not being organized
- not knowing how to study
- personal problems

If you are having trouble with school right now, you can get help in your own community. You can talk about your problem with a school counsellor, doctor or nurse, or any adult you trust.

If you feel like there's too much work or the work is too hard, talk to a teacher.

Check out your local library or the Internet for tips on how to study and how to deal with stress.

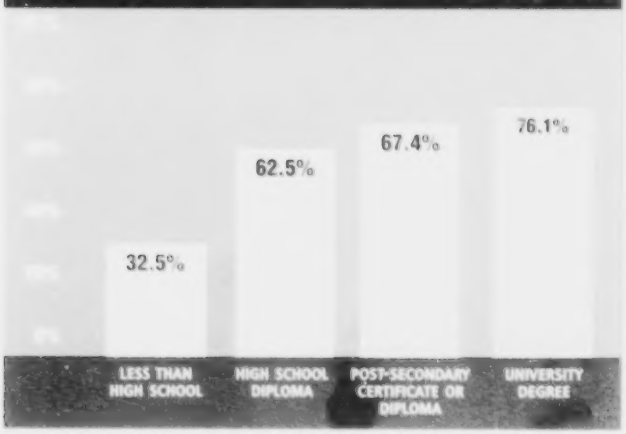
Your high school diploma gives you lots of choices for continuing your education and training. It helps you get started on the road to a successful career.

Nova Scotians WITHOUT a High School Diploma

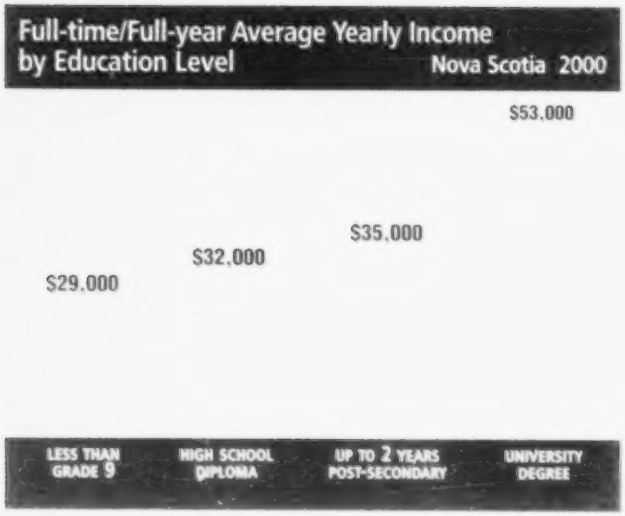
Nova Scotians WITH a High School Diploma

Most high-school dropouts don't have jobs.

Employment Rate by Education Level
Nova Scotia 2005



A good education pays.



Explore your

Jason Googoo

"I've got a dream job. I'm very fortunate. I found something I wanted to do for a career."

College...

College programs in Nova Scotia can be taken at:

- Nova Scotia Community College
- Cape Breton University
- Université Sainte-Anne
- and private career colleges

They give you the skills you need to get an entry-level job in a specific field. Programs usually take one or two years to complete and give you a certificate or diploma.

University...

Many jobs require a degree even though university undergraduate degree programs do not focus on job training. Instead, they aim to improve your thinking skills and give you a good understanding of a given subject. These programs usually take three or four years to complete and give you a bachelor's degree. Some people who get their bachelor's degree go on to earn higher degrees.

Apprenticeship...

You don't always have to sit in a classroom to get post-secondary training.

You can learn a trade by becoming a registered apprentice. A trade is a job that involves manual or mechanical skill. Some examples of trades are:

- hairdresser
- construction electrician
- plumber
- service station mechanic

An apprentice is someone who is learning a trade. A registered apprentice is enrolled in a formal program of on-the-job training. Formal apprenticeship programs usually take three or four years to complete. You will also have to complete technical training courses. You will be paid for your work as an apprentice. When you complete the program, you will have to take a certification exam. Contact the Apprenticeship Training Division, Nova Scotia Department of Education, at 1-800-494-5651 for more information.

story and photo courtesy NSCC

Laura King

Laura King likes to take things apart and put them back together. When in school, she spent much of her spare time helping her family and friends work on their cars. She left school at a young age and, a few years later, realized the first step to the life she wanted was to complete an adult high school program.

While she was deciding about her future, Laura filled out interest questionnaires and the results suggested a career in the skilled trades. This made sense to her. She knew that she had practical, hands-on experience with cars and good problem-solving skills. After graduating with her high school diploma, she completed a certificate in Motor Vehicle Repair at Nova Scotia Community College and is now a third-year Automotive Service Technician apprentice.

Apprenticeship suits Laura. She likes the hands-on, practical learning and appreciates the support of a mentor who is willing to share his experience and expertise. "Carl retains so much knowledge, it's amazing. He's always willing to help me." If she had been able to explore this trade in high school, she believes that she would have stayed until she graduated and by now would have been working as a technician for several years.

That's why she volunteers to get the message out to young people about careers in the trades. "I want to open people's minds, especially for women but also for men, that this is a thriving career and is getting much more technical."

She tells other young women who are thinking about apprenticeship, "Go for it if you want to do it. Don't let anything stop you." When she completes her apprenticeship, Laura plans to open her own shop and train apprentices in her turn.

For information on youth apprenticeship, go to www.workitNS.ca

Mapping Out Your Future

Planning Your High School Courses

It is very important that the courses you take in high school match your career and life goals. The end of grade 9 or the beginning of grade 10 is a good time to plan for your career.

It's wise to map out the next three years (grades 10, 11, 12). Plan to take the courses you know you will need. School counsellors, parents, and other adults can give you advice and suggestions.

Your course map should be flexible so you can change your mind if you want to. Not all courses have to lead directly to your career. It's also a good idea to take courses that help you learn other important skills. Choose your high school courses wisely and it will be easy for you to go from high school to post-secondary education.

As you develop your course map, keep the following things in mind:

Make sure your course plan includes the courses you will need to graduate from high school.

Have a backup plan in case you miss a course you need or you can't take your courses in the order you wanted.

Take the courses that are required or will prepare you for your chosen career pathway.

To do well in your chosen career you will need the right training or education. You will probably need certain high school courses to get into the program you want. Find out what those courses are. Choose each course for the right reasons...because you need it or because it interests you.

When choosing courses, think about what you are interested in and what you are good at. For example, did you do well in a hands-on, practical, technology course? If so, you may want to take similar courses.

Choose your math courses wisely.

Not all jobs need the same level of math skill or knowledge. Choose the courses that match your interest and talents and meet the needs of your career path. There are many math choices in high school, developed to meet each student's learning needs.

Consider courses that teach you job skills.

Co-operative Education and *Job Shadowing* let you get experience in a real workplace.

Think about courses that relate to specific careers or jobs.

Business Education, Tourism, Film and Video Production and other technology courses teach you some of the skills you will need in certain careers so you have more choices.

Consider Youth Apprenticeship.

In a Youth Apprenticeship program you get on-the job training and classroom work. A Youth Apprenticeship will help you get a career in technology or one of the trades.

Consider the need to learn a second language.

Find out if you will do better in your chosen career if you are bilingual. A bilingual person can speak, read and write in two languages. If you need to be bilingual, make sure you take courses that will help you learn your skills in the second language.

Finally! Stay flexible.

You may change your mind about careers throughout high school. Make sure you choose courses that will lead you to all the careers you want.

When choosing courses, think about what you are interested in and what you are good at.

AN IMPORTANT REMINDER

No matter what choices you make, it is essential that you complete high school. If you plan your high school program carefully and choose your courses wisely you will do well in your studies and graduate from high school.

Paying for *your* Post-secondary Education

There are many ways to pay for your education. Most students need one or more of the following...

- Personal savings
- Registered Education Savings Plans
- Bank student loans
- Bursaries
- Family contributions
- Part-time work/full-time study
- Government student loans
- Scholarships
- Full-time work/part-time study

For more information on financing your education:

studentloans.ednet.ns.ca

Is it a Good investment?

You may need to borrow a lot of money to pay for education after high school. You can earn some money working part-time and summers, but you still face graduating with a large debt. Would you be better off financially if you started working full-time right after high school?

Post-secondary education is expensive. The only post-secondary training that doesn't cost a lot of money is apprenticeship training because you can earn money while you work as an apprentice.

You've heard about young people owing a lot of money when they graduate. Is it worthwhile?

It is if it leads to a good job. It may take a few years to earn enough money to pay off your student loans but over your lifetime, you will earn more money than you would have without the training.

Post-secondary education will pay off if you make the right choices.

Some people earn much more than most post-secondary graduates, and others earn a lot less. Some college graduates earn more than university graduates. Some jobs require a degree and a diploma. If you plan to borrow to pay for your education, choose your career goals and training paths with care. All jobs don't offer the same opportunities. Some jobs are harder to get because there isn't a need for them or there aren't many openings. Some jobs have a low starting salary. If you borrow a lot of money to train for one of these, you could have money problems for years after you graduate.

What kind of post-secondary education is right for you?

- Nova Scotia Community College?
- private career college?
- university degree?
- apprenticeship?

There are hundreds of choices. How do you decide?

For some jobs, the decision is made for you. For example, there is only one school in Nova Scotia where you can train to become a dentist. But you can learn things like computer programming or business in a lot of different schools.

Make sure the program you choose gives you the education and training you need to get a job in your chosen career. Do this before you pay for the program or spend time taking the courses.

Don't feel pressured to make a choice if you're not ready.

You have to spend a lot of money, time and energy to get a post-secondary education.

It will pay off if you make the right choices. You also need the interest and commitment to complete your program. There can be a lot of pressure to enter a program right after high school. But you may decide to work or volunteer for a year or two before you choose a career. This kind of experience can help you to better understand yourself and your strengths.

Tyler Knowlton

My interests in high school were skateboarding, music, art and video production. After high school, I enrolled in the King's College Foundation Year Program, which is an intensive introduction to all things philosophy. After completing my year at King's I wasn't sure what I wanted to do. I worked at various jobs around Halifax.

I decided to start a portfolio application to the Nova Scotia College of Art and Design. I continued to work while I painted and drew to meet the portfolio requirements. I drew a **LOT** of cabbages. It took three attempts, but I was finally accepted into the Bachelor of Fine Arts (BFA) program. A scholarship from the Atlantic Provinces Special Education Authority helped keep my costs down. I qualified for this scholarship because I am hard of hearing. The school had so much to offer and I wanted to try everything, so my BFA ended up taking me one year longer than I had originally planned.

Finally, I graduated with a Bachelor of Fine Arts with an interdisciplinary major. Then I realized that I had no direction. I wanted a job I could love and to make me some money, but first, I needed a plan. I had to think about how to pull everything I had learned at NSCAD and Kings together into an employable package.

Public relations is a diverse field that will let me use an array of my artistic skills. Now I am enrolled full time in the Public Relations program at Mount St. Vincent University. Although I work full-time as a free-lance graphic designer to help pay the bills, I participate in the program's work terms to gain experience in the field. My end goal is to work in the public relations industry for several years and then open my own consulting company.

Career guidance at an earlier age would have helped me realize how to match my skills and interests to an occupation. Although I am happy that I have had the chance to pursue a diverse education, better planning would have helped me reach my goals sooner.

Going from School to Work

You've heard the complaint

Can't get a job without experience, can't get experience without a job. This doesn't have to happen to you.

What Can You Do?

Make a career plan to research and achieve your career goals.

Get practical experience and learn important skills while still in high school.

Having concrete career goals and a plan to reach these goals will make it easier to move into the workforce.

Your Career Plan

You should start working on a career plan by early in high school. This will be an important part of your LifeWork Portfolio. You can go to lifework.ednet.ns.ca for information on how to build a portfolio.

The first step in developing a career plan is to get to know yourself. What are your interests, abilities, skills, and values? What kind of careers would best fit your personality? What do you need to know and to do to reach your career goals?

The second step is to find out what education and training you need to get the job you want.

novascotiacareeroptions.ca can help you make some of these decisions.

Try the suggested activity and learn how to use the website.

To plan for a career, you need to ask the same key questions many times throughout high school and beyond. It's important to keep the answers to those questions in your LifeWork Portfolio.

Ask yourself the following questions as you build your Career Plan:

- Who am I?
- What are my interests?
- What things do I do well?
- How would I describe my personality?
- What special talents, skills, or abilities do I have?
- What careers or jobs best match my strengths and my interests?
- What careers or jobs interest me the most?
- What training and experience will I need?
- What steps do I need to take?
- What are my plans for next year? During high school? After high school?

People often change jobs when their interests, skills, and abilities change. As you get older, you may become interested in different things. You may learn new skills. These changes could change your career plan. Look at your plan often to see if you are on track and still interested in the careers you chose. Change your plan if you need to.

try this

has information on hundreds of different jobs. It can help you match them to your interests, abilities, and skills. It gives a lot of information for each job including:

- the kind of work you will have to do
- what kind of education and training you need
- how much money you can earn
- how many jobs are available

Here's a quick activity to help you learn to use the site.

Open up the site, go to the page for "Youth," and click on "career search" There are many search options. Many have drop-down lists to help you narrow your search.

For example, "Search by: Occupation" will give you all the jobs in a specific field.

- Suppose you are interested in a career in health care. Look under "Occupations." Click on "Health Occupations." Click the lower "down" arrow. You will find every possible job in health care.
- Suppose you want to learn more about becoming a medical radiation technologist. Click on "medical radiation technologist." Click "SEARCH." You will find all the information you need for this job.
- Suppose you are not quite sure what career pathway you should pursue. You know your interests and abilities and you want to see what careers match with those. Use the "keyword" search option. Enter a keyword and see what jobs come up.

Or try selecting these keywords:

- able to meet deadlines
- good at detailed and precise work
- leadership skills
- like outdoor work
- Mathematics 12
- want to help people

Now try researching some careers that interest you.

Gain Practical Experience

What are transferable skills?

There are two commonly used lists of the skills that employers want their employees to have.

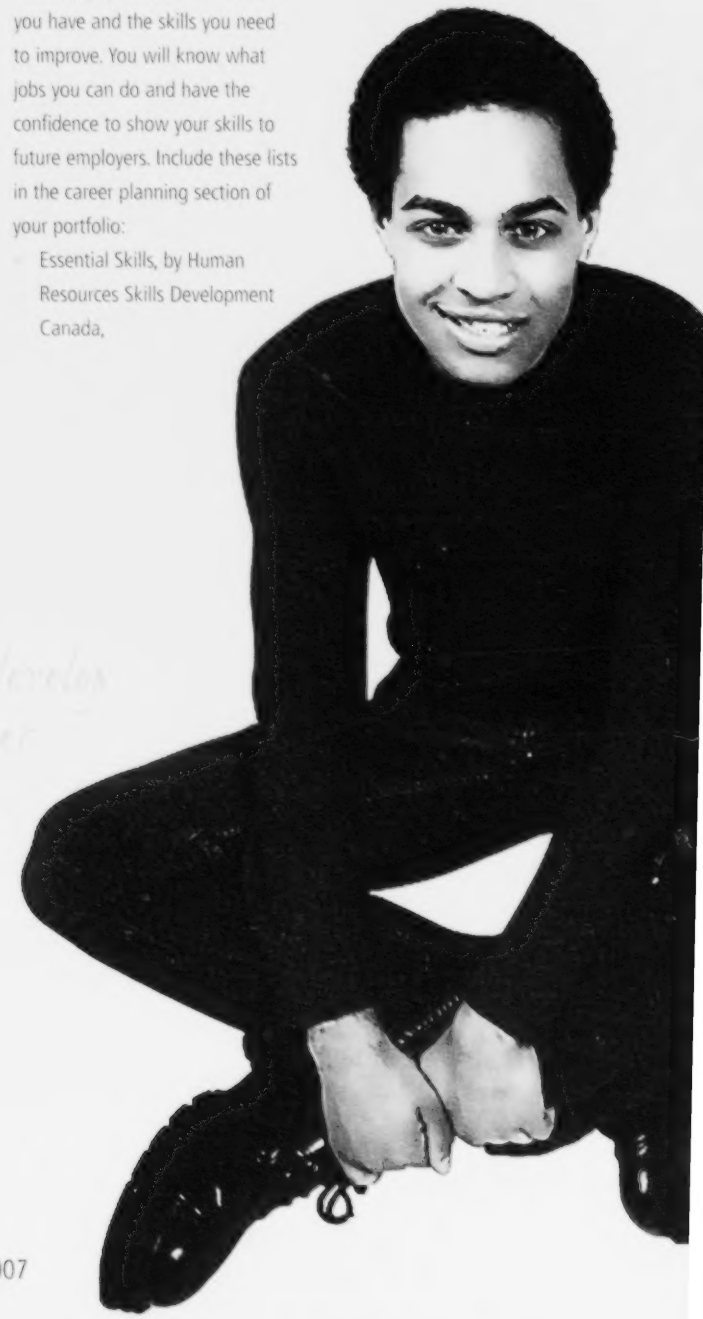
- Essential Skills
- Employability Skills 2000+

are skills you need to succeed in school and in the workplace and community. Essential Skills include reading, writing, working with numbers, and working with others.

describes the skills, attitudes, and behaviours you need to get a job, keep it and succeed.

The skills from both lists are called transferable skills. This means these skills are important in many different jobs. These are the kinds of skills and experiences employers will want to see when you apply for your first job. You can begin to learn and improve these transferable skills while you're still in school. This will improve your chances of getting and keeping your first job and move you closer to your future career goals. It's important to keep track of these skills as you develop them. You should include your skills and abilities in your LifeWork Portfolio. Thinking about what you can do will help you understand the skills you have and the skills you need to improve. You will know what jobs you can do and have the confidence to show your skills to future employers. Include these lists in the career planning section of your portfolio:

- Essential Skills, by Human Resources Skills Development Canada,
- Employability Skills 2000+, by the Conference Board of Canada,



Skills Before Leaving School.

These lists can be found on novascotiacareeroptions.ca. Click the red button for the "Student Career Planning Website Guide." Then click "Self-assessment."

These will allow you to track and match your personal skills with those described on these lists.

Learning transferable skills

In school

Your high school courses help you learn the following important skills:

- reading
- writing
- speaking
- listening
- math and problem-solving
- working alone
- working with others

Some high school courses, like *Co-operative Education*, give you work experience through job placements and job shadowing.

At work

Part-time jobs also give you good work experience. Work gives you the chance to learn "soft skills" like teamwork, customer service, and self-discipline. It is also a chance to show that you are a responsible person who can do things without being told. Making the best of this chance can give you a head start when you graduate.

Some jobs are not suitable for very young workers and employers must meet strict guidelines for workers 15 and under. However, you can apply for most part-time or summer jobs once you turn 16. You might want to even start your own part-time business.

A report by the Canadian Council on Social Development says high school students may work up to 20 hours a week and still do as well as students who don't have jobs. The key is to decide how much free time you are willing to give up to hold a job.

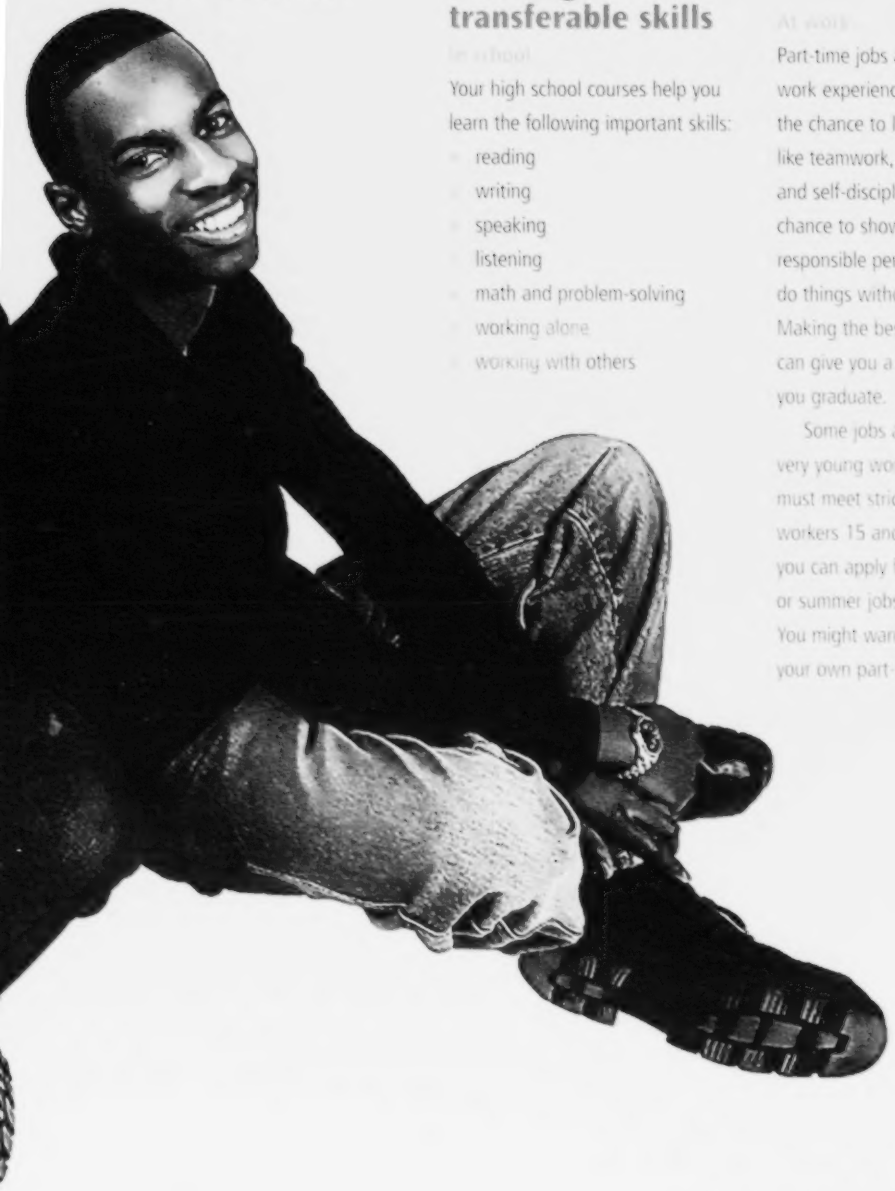
Get Involved...

A lot of activities, both in and outside of school, give you the kind of experience employers want to see. Below is a list of some of those activities.

- drama
- peer mediation
- sports
- Student Council or Student Leadership
- tutoring
- working in the school canteen

Volunteer

Another great way to learn skills is through volunteer work. Find out if you can help your local Boys and Girls Club or Rotary Club, youth group, or be part of an environmental clean-up project.



Bridging the Gap

- Read text
- Use numbers
- Communicate orally
- Work with others
- Solve problems
- Learn continuously
- Think positively

There are some skills that are needed in almost every job.

The key to your future is to develop and maintain a set of transferable skills.

And after high school...

Co-operative education in university and college alternates classroom study with paid work terms and is part of many community college and university programs. It may take a little longer to complete your program, but you will graduate with real-world learning experience and contacts with employers.

Nova Scotia's Labour Market

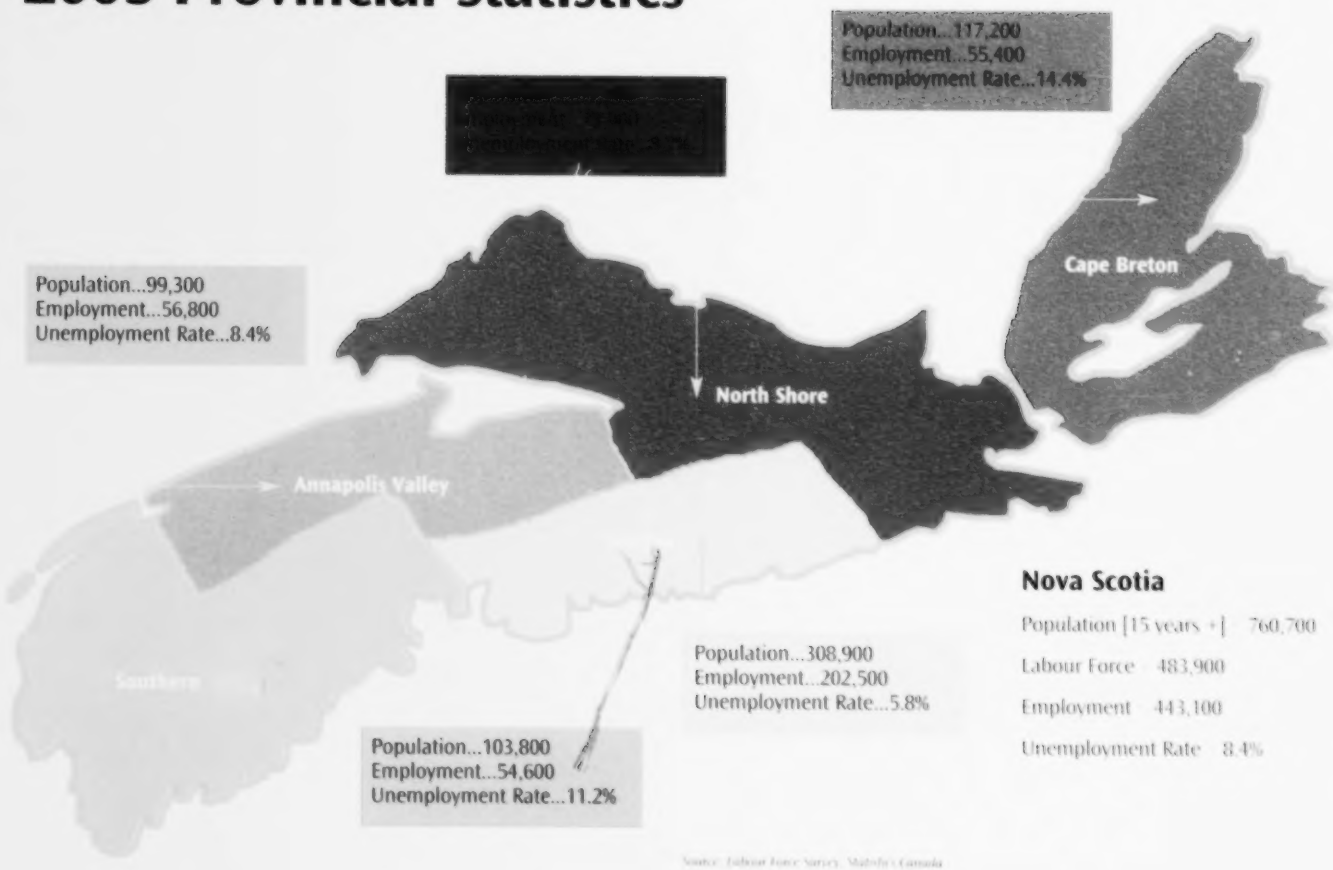
The Labour Force

Over the past few years, more people have joined the labour force and fewer people were unemployed.

The map on the right shows that most people live in the Halifax region. Forty-five per cent of the jobs in Nova Scotia are in this region. Halifax has a low unemployment rate. This means most people in the labour force have jobs. In other parts of the province, the labour market is very different. In Cape Breton, many people in the labour force do not have jobs. This means the region has a high unemployment rate. The other regions fall somewhere in the middle. All over the world, people and jobs are moving to major urban areas. This is also happening in Nova Scotia.

Remember: The Labour Force = people who have jobs + people looking for jobs

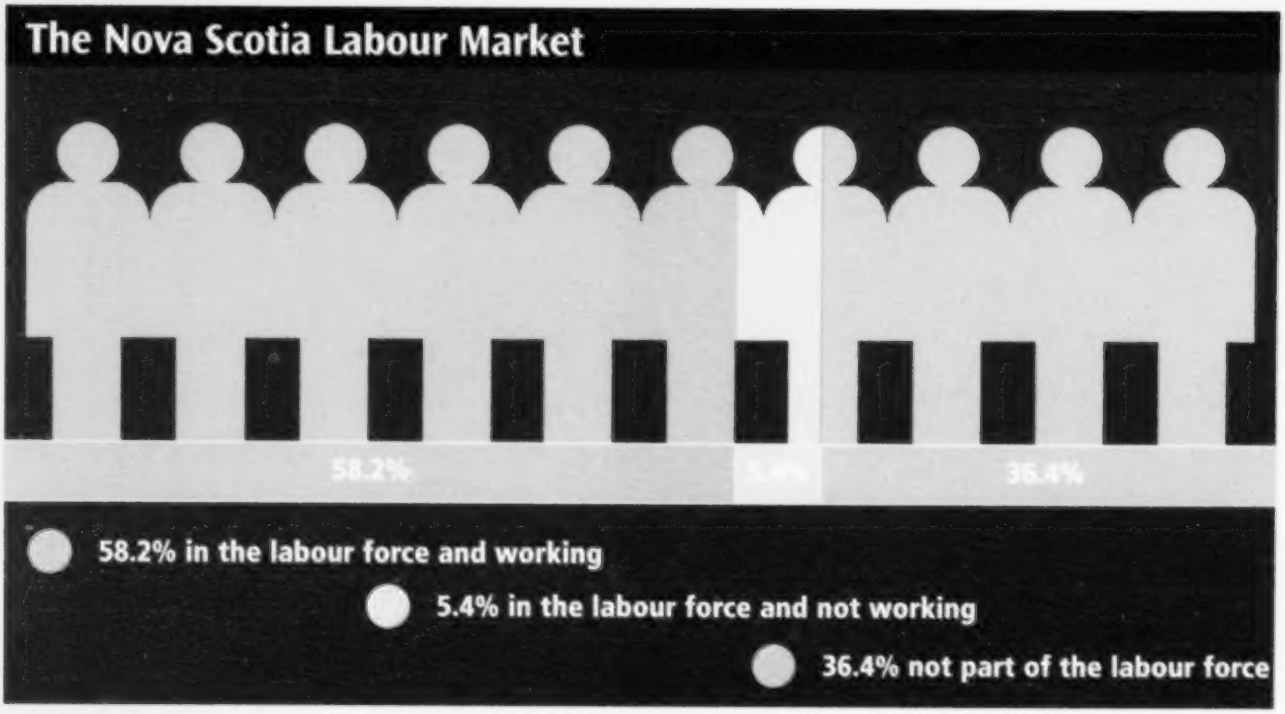
2005 Provincial Statistics



Nova Scotia

Population (15 years +)	760,700
Labour Force	483,900
Employment	443,100
Unemployment Rate	8.4%

Source: Labour Force Survey, Statistics Canada


The Nova Scotia Labour Market
58.2%
36.4%
58.2% in the labour force and working
5.4% in the labour force and not working
36.4% not part of the labour force

Source: 2005 Labour Force Survey, Statistics Canada. Age 15 and over

2005 Provincial Statistics

Population...117,200
Employment...55,400
Unemployment Rate...14.4%

Population...131,200
Employment...73,900
Unemployment Rate...8.7%

Nova Scotia

The Nova Scotia Labour Market

jobs come from?

Jobs become available in two ways.

Employment growth

Employment growth = new job opportunities

Most jobs are created by businesses. New businesses create new jobs. When old businesses expand, they create new jobs too.

Job replacement

Workers might die, retire, move on to a different type of work, or stop working to go back to school or take care of their families. Every time that happens, an opening is created for a new worker. For example, if a teacher retires, there will be one less experienced teacher in the labour market. This means that a new, inexperienced teacher has a better chance of getting a job. A job has become available by "attrition" because someone has stopped doing that type of work.

Your Parents' Labour Market

The early 1980s and 1990s were a time of slow economic growth. This means businesses were not creating very many jobs.

Also, there weren't many people leaving jobs because the people who were working were still too young to retire.

Even with a good education and valuable skills many graduates had a hard time finding their first job.

Because good jobs were so scarce, people started to believe there were only a few ways to prepare for a career. You may have heard some of these:

"You must have a university degree to get a good job and make a decent living."
"You have to leave Nova Scotia to find well-paid work."
"Only technology or professional degrees can guarantee a good job when you graduate."

Luckily, you can expect more choice than that.

Job Openings in Nova Scotia from Employment Growth and Attrition Due to Death and Retirements

DEATHS AND RETIREMENTS

EMPLOYMENT GROWTH 2600

ANNUAL JOB OPENINGS

Your Labour Market

When you begin looking for work, the labour market will be very different from when your parents looked for their first jobs.

There has been a lot of employment growth over the last ten years. In 2005, more than 58% of Nova Scotians who were old enough to work had jobs. That's 6% more than in 1995. As a result, only 8% of those in the labour market don't have jobs, compared to 12% in 1995.

Experts who study the labour market expect employment growth to slow over the next few years. If growth slows they still expect about 2,600 new jobs to be created each year. At the same time, many people are getting ready to retire. This means there will be about 12,000 job openings each year. That's a lot of opportunity for people looking for their first job.

Even more jobs will open up as people change jobs or leave the labour market for other reasons. In fact, more than 7,500 Nova Scotians could find jobs in any month of the year.

(Note: Career Options based its estimates of job openings on employment growth and attrition due to deaths and retirements. Since many people leave their jobs for other reasons, more jobs could actually become available.)

As long as you continue your education after high school, you will be prepared to take advantage of these opportunities.

There will be jobs for those who have the right skills.

Job opportunities look good, with around 15,000 openings every year.

The number of jobs filled by people with post-secondary education gets larger every year.

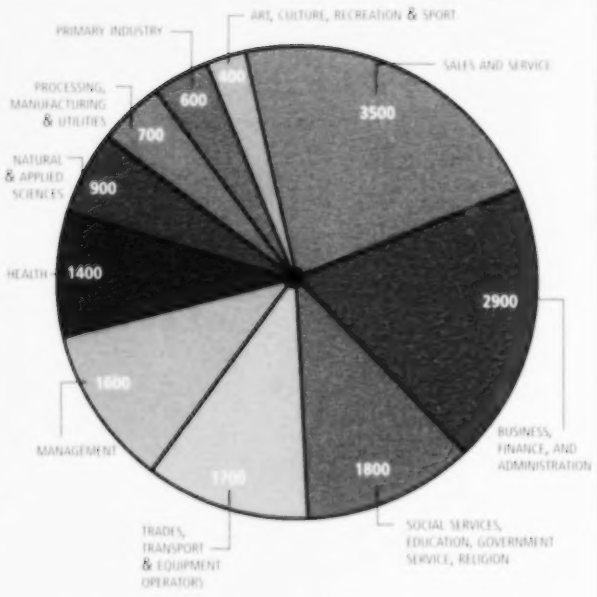
Job Openings in Nova Scotia from Employment Growth and Attrition Due to Death and Retirements

DEATHS AND RETIREMENTS

EMPLOYMENT GROWTH

ANNUAL JOB OPENINGS

Where are the jobs?



What kinds of work are people getting hired to do?

The pie chart shows areas in which job openings are expected.

So what jobs are hot prospects? Take a look at What's Hot!

These are just some of the jobs where employment is expected to grow, unemployment is low, and there will be many job openings.

What's Hot! is a good place to start when you want to find out where the jobs are. There are other good opportunities! Career Options can help you find them.

Most Nova Scotians work in service industries...

Many of us think most of the money earned in Nova Scotia comes from farming, fishing, forestry and mining. This is called the resource sector. It is important, but fewer and fewer people have jobs in this area. A hundred years ago, more than half of Nova Scotians worked in the resource sector. That number has dropped to less than 5% today.

The goods-producing sector is where most products are made. These include things like paper, cars and houses–anything that can be made in a factory or that can be built. Manufacturing, pulp and paper, and construction are all part of the goods-producing sector. About 16% of Nova Scotians work in this sector.

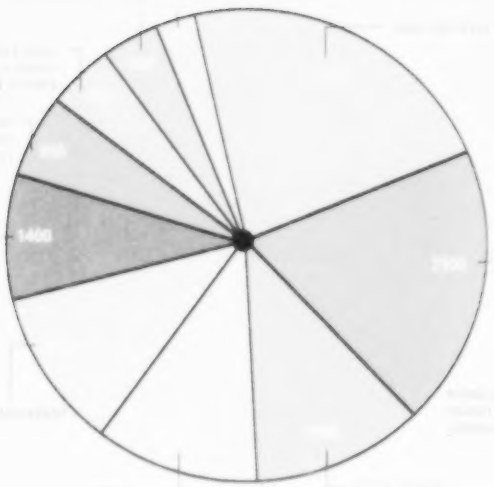
Most Nova Scotians work in the service sector. A service is something you do for someone else. Many jobs in the service sector are government jobs. These include teaching, nursing, and policing. There are other service jobs in private companies. These include food service, hotels, banks and insurance companies.

Many new jobs are created in smaller firms...

When looking for a job, many people tend to limit their efforts to large, well-known firms. Lately, however, more people have found work with smaller firms. In 2002, 40% of Nova Scotian workers had jobs in companies that had fewer than 20 employees. Almost half (47%) of employees aged 15 to 24 years worked in these small firms.

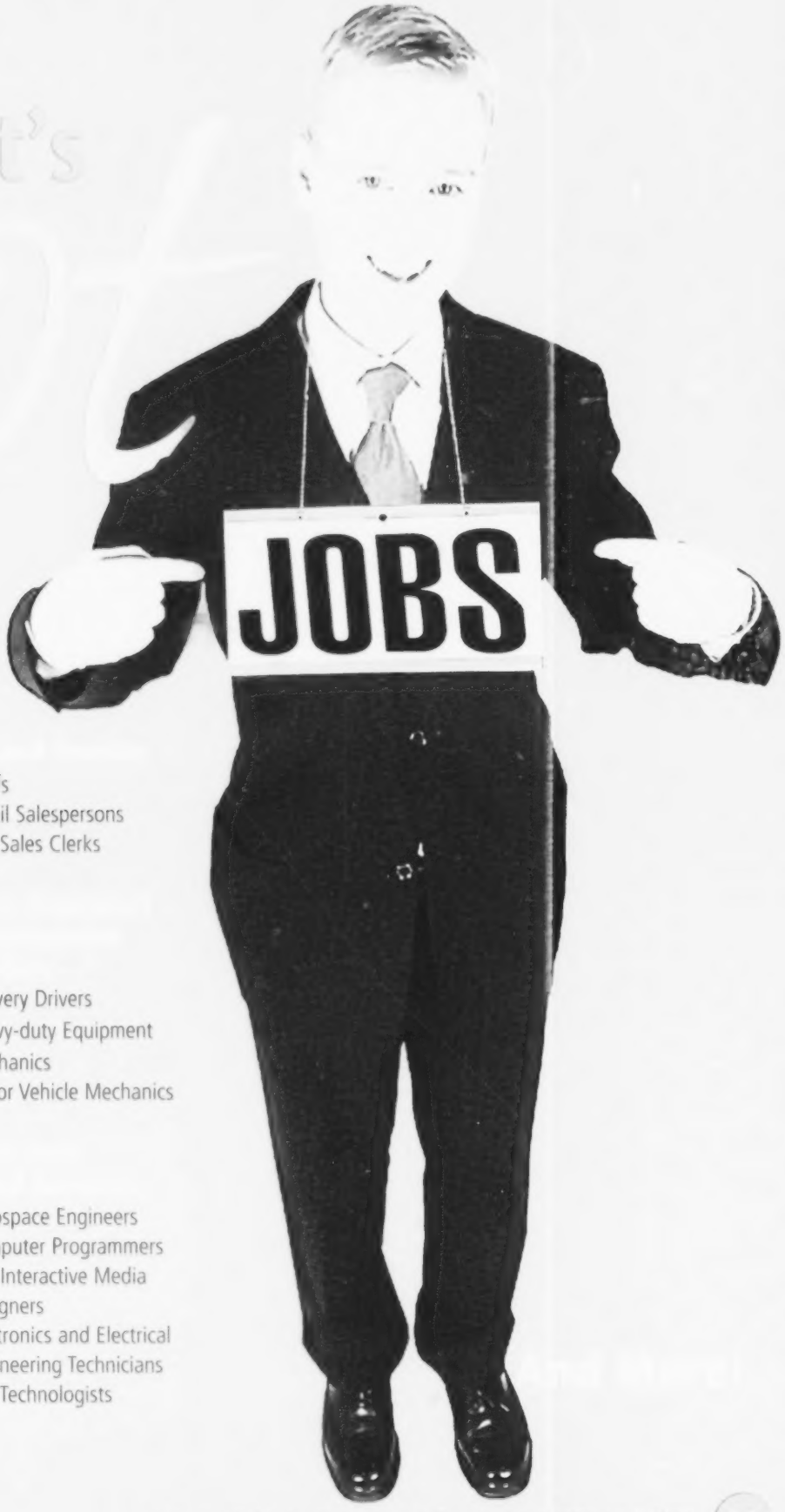
In 2002, 40% of Nova Scotian workers had jobs in companies that had fewer than 20 employees.

jobs



What kinds of work are people getting hired to do?

What's



- Advertising, Management, and Promotion Consultants
- Clerical Supervisors
- Human Resource Officers and Specialists

- Chefs
- Retail Salespersons and Sales Clerks

- Continuing Care Assistants
- Family Physicians
- Registered Nurses

- Delivery Drivers
- Heavy-duty Equipment Mechanics
- Motor Vehicle Mechanics

- College and Other Vocational Instructors
- School Teachers, School Counsellors, and School Librarians
- Social Workers

- Aerospace Engineers
- Computer Programmers and Interactive Media Designers
- Electronics and Electrical Engineering Technicians and Technologists

Changing the way we work

Where and how we work have changed a lot. Today's employers want workers to be flexible and adaptable. That means they want people who can change the way the work to suit the job that needs to be done. These changes often include new ideas on how to work, when to work, and where to work.

Let's consider some of the trends that are affecting how the workplace is changing. These trends include:

An aging population

Most of the people in Nova Scotia are between 42 and 60 years old and getting older. They are called the baby boomers. Many of them plan to retire in a few years. This will open up more jobs for younger people. Older baby boomers will also need people to care for their health and help them with their activities. That means there will be even more job opportunities for young people to work in the service sector.

New technologies

New technologies are changing the workplace in ways that we couldn't imagine only a few years ago. These new technologies create many new jobs but also make others obsolete. Who heard of a web designer a few years ago? What does a keypunch operator do today? Robots now do many of the factory jobs that people did only months ago. The Internet connects business throughout the world. Because of this, people who know how to manage information systems can now get well-paid jobs. In almost every job today, workers need to know how to use a computer.

There are more women working outside the home than ever before. Many of these women have young children. This means there will be more jobs for people who provide services to families where both parents work, like childcare.

More employers are becoming aware of the value of a diverse workforce. That means they try to hire people from different cultures, backgrounds, and religions. That way they will always have someone who understands what customers expect, no matter what culture they come from.

More and more jobs require specific training and strong reading, writing and math skills. Workers are expected to continue their training and education as a part of their job. Whether it's on the job or in a classroom, today's workers never stop learning.

Today most new jobs are in the service sector and more such jobs will be created in the future. People who want those jobs must have strong people skills. That means they are good communicators. They are good at solving problems and good at working as part of a team.

Workers must be prepared to change with the changing workplace. They may have to learn new skills if the job they have is being phased out. They may want to learn new skills to compete for new jobs that are being created. Because workers are learning all the time, they may choose to change to a new career or move to another job.

Today's employers want workers to be flexible and adaptable.

Ways to Work

Different jobs come with different work schedules:

- flexible hours = you and your employer agree on a work schedule that suits both of you
- irregular daytime schedule = your employer decides when you work and can change your hours from day to day
- office hours = 9am to 5pm Monday through Friday
- shift work = usually 7 to 12 hours in a row starting in the morning, afternoon or night
- short-term contract = you set your own hours as long as the job gets done by the deadline set by your employer. Once the job is done, you must look for another job.

Ask yourself what kind of schedule you want. Does this schedule match the careers you want to look into? For example, many doctors, nurses, police officers, firefighters and factory workers work shifts. People who work in stores, restaurants and hotels often have to work nights and weekends. People who work in banks and government offices work office hours. Writers and artists often work on short-term contracts. Many parents of young children want to work flexible hours so they can spend time with their families. Choose your career based on what is right for you.

Part-time means you work fewer than 30 hours a week. One in five workers works part-time.

Around 45% of employed youth aged 15 to 24 have part-time jobs. They account for more than one-third of all part-time workers.

About two-thirds of part-time workers say they prefer to work part-time. Working part-time gives them the money they need and time to do other things: go to school, look after their children, or pursue hobbies.

Temporary work is any job that has an end date or deadline. For example you may be hired to work until a specific date or until a specific project is completed.

For contract work, workers are hired to do a specific job. They agree with their employer on how long it will take to do the job, how the job will be done, and how much they will be paid. When the job is finished, the workers must look for another job.

About one-third of temporary jobs are seasonal. This means workers can only do their jobs during a specific time of year. Many of these jobs are in farming, fishing and forestry.

Other temporary jobs are:

- summer jobs for students
- work with temporary employment agencies.

Almost 18% of all Nova Scotians work in temporary jobs. More than a third of working young people work in short-term jobs.

Temporary and part-time jobs can help launch your career.

More employees now spend all or part of their time working from their homes. This is called tele-working. Tele-working gives workers the freedom to live where they want without worrying about how long it takes to get to work. They can also set their own working hours. Some people may end up working too much because there is no clear distinction between work and home. People who work from home must make sure to balance work with other life priorities.

Employees can choose when to begin and end their workday as long as their employer agrees.

When employers need to cut costs, some employees may agree to share the work so they can keep a job they would otherwise lose.

Two people share the work, salary, and benefits of one full-time job by splitting the time.

The employee works only during part of the year but returns year after year. This person may only work during the company's busiest times or when other employees choose not to work. The employee may also be doing seasonal work.

Employees work more hours each working day in exchange for more days off.

Employees are allowed to work less and less as they prepare for retirement.

When an employee takes time off work but plans to return it is called leave time. Employees on leave do not lose the benefits they earned as part of their job. Some reasons employees go on leave are: to care for a new baby (maternity leave), to care for loved ones, to go back to school, or to travel. Often employees will choose to take home a part of their salary while they are working and save some for the leave time.

Self Employment and Entrepreneurship

Got an idea for a product or service?

Think about joining the ranks of the self-employed.

Some kinds of jobs let you choose whether you want to be self-employed or work for someone else. Some of the jobs that offer this choice are:

- artist
- accountant
- bookkeeper
- carpenter
- consultant
- craft person
- lawyer
- plumber

People can choose to be self-employed and still have another job. Some choose self-employment when they have a hard time finding a job. Others think being self-employed lets them balance work with other important things in their lives.

Some people enter the workforce as their own boss. Others begin by working for someone else and start their own business after they have proven they can do the job.

What is an entrepreneur?

If you were a carpenter, which description would fit you?

1. You are a self-employed carpenter who does small jobs for homeowners. People hire you because their neighbours told them you do good work. You work hard and take pride in what you do. You will only take jobs you know you can do alone.

2. You started out as a self-employed carpenter. Later, you took on bigger jobs and hired employees to help with the work. You look for changes in the construction industry and are always prepared to compete for work. Now your company works all over the Maritimes. You have dozens of employees and your business keeps growing.

If you chose option 2, congratulations... you're an entrepreneur at heart.

Entrepreneurs are people who run their own businesses. They want to make sure their business continues to grow. To do this, they are always looking for new ways to make their business the best it can be.

Entrepreneurs see change as an opportunity.

Where are the opportunities?

Most self-employed people own stores or work in construction. But self-employed people can do almost anything. Here are some examples of businesses run by entrepreneurs:

- bed and breakfast establishments
- employment agencies
- fast food outlets
- gas stations
- hair-dressing salons
- publishers
- recording studios
- repair shops
- restaurants
- retail stores
- small manufacturing firms
- software development firms

More than one third of entrepreneurs in Nova Scotia are women.

Many people become entrepreneurs because they have new ideas. They create new products and services and sell them around the world. They are often at the cutting edge of technology. Many entrepreneurs work in cultural industries like film and music.

What does it take to become a successful entrepreneur? You need to have a positive attitude. You also need to be strong-willed, self-disciplined and willing to work hard.

Many entrepreneurs have more than one of the following qualities...

- creativity
- confidence
- a desire to set and meet a goal
- independence
- initiative (the ability to do things without being told)
- resourcefulness (the ability to use what is available)
- a willingness to take risks

Entrepreneurs need the following skills to do well...

- communication (reading, writing, listening, speaking)
- basic business skills (planning, finance, marketing, management)
- interpersonal (getting along with people so they want to work with you)
- leadership
- problem-solving

You need money to start a business. You need to buy equipment and sometimes hire other people to work with you. You can borrow money from banks. Or you can sell part of you business to someone else. The people you sell parts of your business to are called investors, partners, or shareholders. They give you money to start the business. When the business does well, you pay your investors, partners, and shareholders a part of the money you make. To do this, you need a business plan. You also have to explain what your business will do and why it will be successful.

A positive attitude will help you attract investors and customers and meet the challenges of starting a new business.

Training

Much is being done to help and promote entrepreneurs in Nova Scotia. You can study entrepreneurship in high school and at the Nova Scotia Community College. There are many places to go for advice on starting a small business. Start with the following:

Students in Business Program
www.studentsinbusiness.ca

Centre for Entrepreneurship Education and Development
Halifax Shopping Centre
7001 Mumford Road, Suite 107
Tower 1, Box 196
Halifax, NS B3L 2H8
Phone: 1-800-590-8481
www.ceed.info

Junior Achievement of Nova Scotia
Corridor 4, Upper Level
West End Mall
6960 Mumford Rd., Suite 17
Halifax, NS B3L 4P1
www.jacan.org/charters/mainlandnovascotia

Keeping your Balance

You can look forward to plenty of changes in your life. Try to see them as opportunities.

Now is the time to learn about different jobs and careers and choose the ones you think you'll like. Be sure to coordinate your plans for your education with your career and life goals.

To do well in your chosen career you will need the right training or education. Find out what that training is and what high school courses you will need to get it. Choose your high school courses wisely and moving on to post-secondary training will be easy.

There will be changes you don't expect.

Nova Scotia's labour market is changing. Technology and the workplace are changing too. You will always have to upgrade your skills to keep up. As you get older, different things will become more important to you. You may want to change your career to suit changes in your personal life. Your happiness could depend on how well you are able to adapt. To be able to make the changes you want, you need a solid education now.

High school is that solid education. Complete high school and you will have the basic skills you need to adapt to change and do well in Nova Scotia's labour market.

To be able to make the changes you want, you need a solid education now.

What can the Nova Scotia *CareerOptions* website tell you?

For example, let's see what it tells you about "Computer Programmers and Interactive Media Developers?"

What do they do?

Computer programmers use computer language or "code" to write and update software applications. These applications are widely used in business, government, scientific, and educational institutions to process and analyze data, update operating systems, and other functions. Some programmers specialize in a particular type of software application, others write code for many different types of software. Computer programmers usually specialize in one or more computer languages like Java or C++.

Interactive media let the user interact with the software by entering information and making choices that determine what the software will do next. Interactive media include computer games, digital communication, computer-based training programs, and interactive Internet applications. Like computer programmers, interactive media developers use programming languages or code to develop these products. Game designers may also use elements of graphic design, digital sound and video production, and an understanding of the principals of communication in developing their products.

Typical jobs

Software Developer
Web Programmer
Multimedia Developer
Computer Game Developer
Programmer Analyst

What are the workers like?

Both computer programmers and interactive media developers should be innovative, methodical, and possess good communication skills. They should also be quick to learn and be prepared to work to keep on top of new developments. Computer languages evolve rapidly and programmers must be continually learning to keep their skills up-to-date. Numerical ability is required to understand programming languages and to write, modify, integrate, and test software code. Accuracy and proofreading skills are required to detect, locate, and avoid errors in code. Creativity and design skills may be an asset for interactive media designers.

What are the qualifications?

- Usually either a bachelor's degree in computer science or another discipline with a significant programming component or completion of a two- or three-year college program in computer science is required.
- Specialization in programming for engineering and scientific applications requires specific post-secondary study or experience.

Where is the training offered?

Programs are offered through universities, Nova Scotia Community College campuses, and private career colleges across the province. novascotiacareeroptions.ca will give you a list of these programs, where they are offered, and the grade 12 courses required for admission to each program.

Will I be able to find work after I graduate?

Work Prospects...Good

Computer programmers and interactive media developers are employed in computer software development firms, information technology consulting firms, and information technology units throughout the private and public sectors. A competitive business climate and increasing administrative and information requirements in government, education, and health will ensure a steady demand for programmers. An expected expansion of the information technology industry in the coming years would fuel employment growth for computer programmers and interactive media designers.

The average age of professionals in this occupational group is approximately 34 years, and retirements are not expected to contribute significantly to job openings.

Estimated employment in 2005:
2110

Estimated change in employment between 2005 and 2010:
Growing

Estimated average annual number of job openings:
46

Estimated rate of unemployment in 2004:
Below Average

Estimated Earnings in 2005 (hourly)

Average	$21.75
Minimum	$10.25
Maximum	$31.25

Where will I likely work?

Fifty-three per cent employed in Professional, Educational, and Technical Services, however, they may work in almost any industry.

Where employed?

Annapolis Valley	9.3%
Cape Breton	6.9%
Halifax	74.1%
North Shore	6.3%
Southern NS	3.3%

Related Occupations

Graphic Designers
Information Systems Analysts and Consultants
Database Analysts and Data Administrators
Software Engineers
Web Designers and Developers
Computer Support Technicians

Both computer programmers and interactive media developers should be innovative, methodical, and possess good communication skills.

Definitions

Apprentice
A person who is learning a trade through a formal program of apprenticeship.

Attrition
The process where jobs become available because of death or retirement.

Average Yearly Income
The total yearly income of a group of people divided by the number of people in the group.

Baby Boomers
People born between 1946 and 1964.

Bursary
A grant of money to a needy student.

Career
All your work and learning activities throughout your lifetime.

Co-operative Education
An educational program in which students may earn academic credit for working.

Employability Skills 2000+
A list of the skills, attitudes, and behaviours that employers look for in employees, put together by the Conference Board of Canada.

Employed
Individuals who are working full-time, part-time or for themselves.

Employment Growth
The creation of new jobs.

Entrepreneurship
When a person recognizes a business opportunity and assumes a risk, such as investing their savings, to build a business for themselves.

Essential Skills
A set of nine skills that are used in nearly every job in different ways. These were researched and developed by the Government of Canada.

Industry
A group of businesses producing a similar goods or services. For example, the retail industry includes all business that buy goods and resell them to the public.

Job
What someone does to earn an income.

Labour Force
The people who have jobs plus the people who are looking for jobs.

Labour Market
The market where workers compete for jobs and employers compete for workers.

Labour Market Information (LMI)
A variety of information on careers, occupations, learning, and the labour market that can be used to help make good career choices.

Labour Market Trend
Long-term changes that affect what kinds of jobs will be available and the skills employers will look for.

LifeWork Portfolio
A collection of items, gathered through your years in school, that links your experiences to the world of work. The portfolio records your personal growth and achievement, your skills and interests, and your plans for the future, including your career.

Occupation
A collection of jobs or types of work with similar skills and responsibilities.

Post-secondary Education
A formal education or training program taken after high school.

Scholarship
A grant of money to a student based on his/her achievements.

Sector
A group of industries or occupations.

Self-assessment
Collecting and thinking about information that will help you understand your values, interests, personality, and skills.

Trade
A job that involves manual or mechanical skill and is usually learned through extensive on-the-job training or a formal apprenticeship program.

Undergraduate Degree
A bachelor's degree, usually the first university degree.

Unemployment Rate
The percentage of people who are without jobs and looking for work.

Urban Area
A city or large town and its neighbouring communities.

Educational institutions

Acadia University
Wolfville, NS
www.acadiau.ca

Atlantic School of Theology
Halifax, NS
www.astheology.ns.ca

Cape Breton University
Sydney, NS
www.capebretonu.ca

Dalhousie University
Halifax, NS
www.dal.ca

Mount Saint Vincent University
Halifax, NS
www.msvu.ca

Nova Scotia Agricultural College
Truro, NS
www.nsac.ns.ca

Nova Scotia Community College
www.nscc.ca
- Bridgewater, NS
- Dartmouth, NS
- Halifax, NS
- Kentville, NS
- Lawrencetown, NS
- Port Hawkesbury, NS
- Shelburne, NS
- Springhill, NS
- Stellarton, NS
- Sydney, NS
- Truro, NS
- Yarmouth, NS

NSCAD University
Halifax, NS
www.nscad.ns.ca

Saint Francis Xavier University
Antigonish, NS
www.stfx.ca

Saint Mary's University
Halifax, NS
www.smu.ca

University of King's College
Halifax, NS
www.ukings.ns.ca

Université Sainte-Anne
www.usainteanne.ca
- Pointe-de-l'Église
- Halifax
- Petit-de-Grat
- Saint-Joseph-du-Moine
- Tusket

Registered Private Career Colleges in Nova Scotia 2006-2007

Academy of Cosmetology Dartmouth, NS
academyofcosmetology.com

Academy of Learning
- Dartmouth, NS
  www.aoldartmouth.com
- Halifax, NS
  www.aoldartmouth.com

Acadia Centre for Small Business & Entrepreneurship (ACSBE)
Wolfville, NS
acsbe.acadiau.ca

Atlantic Flight Attendant Academy Limited
Halifax, NS
www.flightattend.com

Atlantic Media Institute
Halifax, NS
theami.com

Atlantic Petroleum Training College
Dartmouth, NS
www.oilgtraining.com

Breton Beauty College
Sydney, NS
bretonbeautycollege.com

Bridgewater Institute of Cosmetology & Salon
Bridgewater, NS
Phone: 902-543-8990

CDI College Business Technology Health Care
Halifax, NS
www.cdicollege.com

CSI
North Sydney, NS
www.techease.org

Canadian College of Massage and Hydrotherapy
Bedford, NS
collegeofmassage.com/halifax

Canadian School of Natural Nutrition
Halifax, NS
www.csnn.ca

Cape Breton Business College
Sydney, NS
www.cbbc.ns.ca

Centre for Arts and Technology
Halifax, NS
www.digitalartschool.com

Centre for Distance Education
Sydney, NS
www.cd-ed.com

Commercial Safety College
Truro, NS
www.safetycollege.ca

CompuCollege School of Business (Halifax)
Halifax, NS
www.compucollege-atlantic.ca

Concepts School of Cosmetology
Halifax, NS
www.concepts.ns.ca

Consolidated Fluid Power Training Tech
Dartmouth, NS
www.cfp.ns.ca

Counsellor Training Institute
Halifax, NS
www.ctihalifax.com

Hair Design Centre
Halifax, NS
www.hairdesigncentre.com

Hair Masters
North Sydney, NS
Phone: 902-794-2460

Highland Resources Limited
Sydney, NS
www.newdawn.ca

ICT (r) Northumberland College
Halifax, NS
www.ictschools.com

(The) Institute for Human Services Education
Truro, NS
www.inst-hse.ca

Island Career Academy Sydney, NS
www.islandcareeracademy.ns.ca

MacTech Distance Education
Sydney, NS
www.homeed.com

Maritime Art Institute of Holistic Esthetics
North Sydney, NS
www.maritimeartinstitute.com

Maritime Business College (Dartmouth)
Dartmouth, NS
www.maritimebusinesscollege.ca

Maritime Business College (Halifax)
Halifax, NS
www.maritimebusinesscollege.ca

Maritime Environmental Training Institute
Glace Bay, NS
Halifax, NS
www.metiatlantic.com

Maritime School of Paramedicine
Dartmouth, NS
http://msop.ca

McKenzie College Sydney Campus
Sydney, NS
www.mckenziecollege.com

Millennium Safety and Driving Academy Ltd.
Dartmouth, NS
www.msdacademy.ca

Nova Scotia Firefighters School
Waverley, NS
www.nsfs.ns.ca

Operating Engineers Investment Limited
Dartmouth, NS
www.operatingengineerstraining721.ns.ca

Patrick's Business College
Sydney, NS
Phone: 902-567-1234

Red Arrow Digital College
Halifax, NS
www.goZnadc.com

St. Joseph's College of Early Childhood Education Society
Halifax, NS
www.stjosephsece.ns.ca

Success College of Applied Arts & Technology - Sackville
Lower Sackville, NS
Truro, NS
www.thinksuccess.ca

novascotiacareeroptions.ca

NOVA SCOTIA

Education